



Tuesday, February 13, 2018

Notification

LOGIFLEX ORDER VERIFICATION PROCESS

Please be aware that orders sent to Logiflex require complete information to process. Incomplete orders cause delays in entry, production and shipping. In an effort to be a reliable supplier to your firm we wish to remind you of the information we require to process an order quickly and accurately.

Below is a list of reminders that should serve as a guideline to verify the information needed to place your orders. Implementing this step will save time, receive complete and error-free applications to expedite the delivery time for your order acknowledgments.

List of reminders to check and specify before sending us your orders:

- Name of the Salesperson
- Delivery address and billing address
- Name of contact person
- Contact information (email and phone number)
- End User name and any special tags required
- Quote number (if a revision took place be sure to have the correct version to be produced)
- Custom furniture drawing (if applicable)
- Name of furniture collection (eg ML, MA, LV, etc.)
- Handle selection including code and finishes. (eg HO52 CHR, HJAB SN, etc.);
- Name of laminate and/or metal colors and finishes:
 - Surface tops, gables and modesties.
 - Door & Drawer fronts
 - Shelves
- We strongly recommend that verification be made that the laminate selected is available in the series chosen as not all laminates and finishes are available in all collections or placements.
- Grommet locations
- Name of fabrics (patterns and colors)

IMPORTANT : [If there is a discrepancy between the code and the description, we will use the code as our source of reference.](#)

NOTES :

- If you use 2020 as the file format for sending your commands, make sure that the "Option group" column is displayed.
- In the event of discrepancies between the prices indicated in 2020 and in the Logiflex documents (price list and submission), we will use the prices of Logiflex documents.

For more information or for any other questions, we invite you to contact us at 1 877.864.9323.

We thank you for your cooperation.

The Logiflex team